



BIOHAZARDOUS MEDICAL WASTE AND DISCARDED DRUGS STORAGE, TRANSFER, TREATMENT, and DISPOSAL FACILITIES CHECKLIST

For Solid Waste Facility Plan Approval

Pursuant to the Arizona Administrative Code (A.A.C.) R18-13-1410.A., a person shall obtain solid waste facility plan approval from the Department as prescribed in Arizona Revised Statute (A.R.S.) §49-762.02 to construct any facility that will be used to store, transfer, treat, or dispose of biohazardous waste that was generated off-site. Plan approval shall be obtained before starting construction of the medical waste treatment or disposal facility.

This document provides guidance to prepare a plan for a solid waste facility that is used to store, transfer, treat, or dispose of biohazardous medical waste.

The original and one copy of the application and supporting documents must be submitted to the Department. Each page of the original application and the copy, and all supporting documentation must be dated. All pages of any revision shall bear the date of the revision. Any maps, plans, illustrations, tables, drawings, isometrics, cross sections, or aerial photographs submitted with the application shall be legible and meet the following: (1) be no larger than 24 by 36 inches in size, folded to 8.5 by 11 inches in size; (2) illustrations, tables or drawings reduced in size should be no smaller than 8.5 by 11 inches in size; and (3) have an appropriate scale that clearly shows all required details.

The Solid Waste Section is authorized to recover the direct costs for review of a solid waste facility plan for a biohazardous medical waste facility. Pursuant to A.A.C. R18-13-702.A., this type of application must be accompanied by an initial fee. The current fee schedule is displayed in A.A.C. R18-13-702. A link to the Secretary of State's web site which contains the Arizona Administrative Code is: www.sosaz.com. The initial fee for biohazardous medical waste facility plan approval is listed under "Other Solid Waste Facilities." Additionally, pursuant to A.R.S. §41-1072-1079 Arizona has adopted rules (A.A.C., Title 18, Chapter 1, Article 5) establishing allowable time frames for review and approval of all licenses issued by ADEQ. Review times for any application you submit will be subject to the allowable time frames.

The submittal shall be made to :

Arizona Department of Environmental Quality
Solid Waste Plan Review Unit, mc: 4415A-2
1110 West Washington Street
Phoenix, AZ 85007-2952

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The steps necessary to obtain the requested approval are:

- 1) Submit the application and a copy following the format on the following pages;
- 2) Submit a check for the appropriate review fee with the application, payable to the Department;
- 3) The office will undertake an administrative review of the material submitted. If it is complete, you will be notified within the time frame allowed. If the submittal is incomplete, you will be notified of the specific deficiencies noted.
- 4) When the administrative review is completed the applicant is notified and the substantive or technical review begins. A public notice is published in a local newspaper.
- 5) During the substantive review process, if technical deficiencies are noted, the applicant is notified of these deficiencies.
- 6) After the substantive review is completed, approval or denial of the application is determined.
- 7) If the application is approved, the approval is sent by first class mail.
- 8) If the application is denied, the denial letter will list the basis of that decision. A denial is an appealable agency action.

For any questions during the application process contact Agency personnel as follows for assistance:

Administrative Review	(602) 771-4120
Substantive Review	(602) 771-4581
Plan Review Manager	(602) 771-4122

These personnel can also be reached through the Departments' toll free number in Arizona at (800) 234-5677, extension 771-xxxx.

The following checklist is for three different types of facilities:

Medical Waste Treatment Facilities	(Section VII)
Medical Waste Storage/Transfer Facilities	(Section VIII)
Medical Waste Disposal Facilities	(Section IX)

The first six sections of the checklist are applicable for all submittals. Sections VII, VIII, and IX describe specific application requirements of each of the respective facilities listed immediately above.

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APPLICATION PLAN FORMAT

- I. Letter of Transmittal
- II. Table of Contents
- III. General Information
 - A. Name, Type and General Description of Facility
 - B. Owner Information
 - C. Operator Information
 - D. Agent Information
 - E. Facility Information
 - F. Vicinity Map
 - G. Acknowledgments
- IV. Location Restrictions
 - A. Irrigation Grandfathered Rights
 - B. Floodplains
- V. Administrative Demonstrations
 - A. Financial Assurance
 - B. Other Information
 - 1. Land Purchase or Lease Agreement
 - 2. Owner's Copy of Application
 - 3. Certificate of Disclosure
 - 4. Zoning Clearance
- VI. Other Approvals/Demonstrations =====
 - A. Air Permit
 - B. Discharge Permit
- VII. Biohazardous Medical Waste Treatment Facilities: Design Criteria
 - A. Equipment Information
 - B. Operational Procedures
 - C. Tracking
 - D. Design
 - E. Site Drawing
 - F. Record Keeping
 - G. Storage

or
- VIII. Biohazardous Medical Waste Storage/Transfer Facilities
 - A. Design Requirements
 - B. Tracking
 - C. Site Drawing

or
- IX. Medical Waste Disposal Facility

SOLID WASTE FACILITY PLAN CONTENT CHECKLIST

I. Letter of Transmittal

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- ☐ A letter transmitting the application to ADEQ.

II. Table of Contents

- ☐ A table of contents listing the main sections of the application.

III. General Information

- ☐ ***Name of the Facility***

- ☐ ***Type and General Description of the Facility Operation***

- ☐ ***Owner Information*** – All owners' names, addresses, and telephone numbers.

- ☐ ***Applicant/Operator Information*** – All operators' names, addresses, and telephone numbers (including emergency telephone numbers).

- ☐ ***Agent Information*** – Names, addresses, and telephone numbers of any agents authorized to act on behalf of the applicant.

- ☐ ***Facility Information***

- ☐ The physical location of the facility;
- ☐ The mailing address of the facility;
- ☐ The legal description of the facility by township, range and section;
- ☐ Latitude and longitude of the facility;
- ☐ The county assessor's book, map, and parcel number for the land on which the facility is located;
- ☐ Written description of the drainage characteristics at the facility.

- ☐ ***Vicinity Map(s)*** – At a scale not over 1:12,000 (1 inch = 1,000 feet) that delineates:

- ☐ The area within one-quarter mile of the proposed facility boundaries;
- ☐ Adjacent zoning and land use (including residences) within 1,000 feet of the proposed facility boundaries;
- ☐ Access roads, bridges and railroads, within one-quarter mile of the facility;
- ☐ 100-year flood plains, as determined by the Federal Emergency Management Agency, within one-half of the proposed facility boundaries;
- ☐ Any other existing or proposed man-made, natural or other significant features within 1,000 feet of the proposed facility boundaries.

- ☐ ***Acknowledgments and Authorized Signature*** – The following statements must be agreed to by the applicant/operator of the medical waste facility, and acknowledged with his/her signature(s):

- ☐ To the best of the applicant's knowledge, the applicant has complied with all

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applicable local regulations and ordinances relative to the construction and operation of the facility;

- [] The applicant acknowledges that the Department has the right to inspect the solid waste facility as prescribed by A.R.S. §49-763 and as set forth and defined in A.R.S. §49-203;
- [] The application must be signed by the operator or the operator's authorized agent. The applicant must certify that the information submitted in the application is true and accurate to the best of the applicant's knowledge, and that the owner will grant site access to the operator as necessary to conduct any required closure activities once the operation has ceased.

IV. Location Restrictions (Note: demonstrations for compliance with location restrictions shall include proper documentation from the appropriate regulatory agency.)

- [] ***Irrigation Grandfathered Rights*** (A.R.S. §49-772.A.1) – New solid waste facilities may not be permitted if an irrigation grandfathered right is appurtenant to all or any part of the facility property. The irrigation grandfathered rights may be retired through the Arizona Department of Water Resources.
- [] ***Greater than 25,000 cubic feet per second (cfs) Floodplain*** – (A.R.S. §49-772.A.2) – No part of a treatment or disposal facility seeking plan approval may be located within ½ mile of a 100-year floodplain with flows in excess of 25,000 cfs, as determined by the Federal Emergency Management Agency. The regulatory agency of this requirement is the town/city/county flood control agency. (Transfer facilities are exempt from this requirement.)

V. Administrative Determinations

- [] ***Financial Assurance*** – (A.R.S. §49-770.A) – Upon adoption of financial assurance rules, pursuant to A.R.S. §49-761.J, the facility will be required to provide a demonstration meeting these financial assurance rules. The rules will indicate the types of financial assurance mechanisms to be required and the content, terms and conditions of each mechanism, including circumstances under which the Department may take action on the financial assurance mechanisms for facility closure, and if necessary, post-closure care, and corrective action for known releases. Until these rules are adopted, ADEQ requests that the medical waste facility operator provide an estimate of the total cost of closing, and if required, post-closure care.
- [] ***Land Lease Agreements*** – A copy of all land lease agreements for the area on which the medical waste facility will be located is to be provided.
- [] ***Certificate of Disclosure*** – A copy of either a certificate of disclosure required by A.R.S. §49-109 or a written acknowledgement that such disclosure is not required is to be

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provided.

[] Zoning

[] If the applicant is not a federal agency, state agency, or political subdivision of the state, or the land is not public land, provide evidence that the proposed facility complies with applicable municipal or county zoning ordinances and regulations, or;

[] If the applicant is not a federal agency, state agency, or political subdivision of the state, or the land is not public land, the following documentation shall be submitted with the application:

[] A copy of the formal action taken by the local governing body approving the site in accordance with A.R.S. §49-767.A;

[] A certification statement with supportive documentation demonstrating compliance with the public notice and hearing requirements specified in A.R.S. §49-767.

Certify that each of the following tasks were completed and attach the supportive documentation:

[] A copy of a notarized affidavit from the publishing newspaper, which includes the language and dates of the public notice;

[] A copy of the written list of names and addresses of the real property owners within the area described pursuant to A.R.S. §49-767.C, provided by the county assessor and the Arizona Department of Revenue;

[] A copy of the posted notice and a statement certifying the that notice was posted pursuant to A.R.S. §49-767.D;

[] A copy of the written list of names and addresses of the governing body of any city, town, or unincorporated portion of any county that is located within the area described pursuant to A.R.S. §49-767.E.

VI. Other Approvals/Demonstration

Photocopies of other environmental approvals, or permits which are required for the facility must be included in the application. Plan approval will not be completed until all other approvals have been obtained. Two other possible approvals are listed below:

[] ***Air Permit*** (A.A.C. R18-13-1410.B) – If an air quality permit is required for the facility under A.R.S. Title 49, Chapter 3, the applicant shall include evidence of that air quality permit, or evidence of an air quality permit application with the application of plan approval.

[] ***Discharge Permit*** (A.A.C. R18-113-410.B) – If the facility discharges to a sanitary sewer, provide evidence from the local sewer authority that the appropriate permits have

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been obtained.

VII. Medial Waste Treatment Facilities: Design and Operating Criteria – An operations plan must be included in the solid waste facility plan submittal and must describe the operational procedures necessary to reduce threats to public health and eliminate the possibility of releases to the environment. The operations plan should address the day to day activities at the facility as well as activities scheduled further apart. A copy of the operations plan shall be kept on site and made available to all employees. At a minimum, the operations plan must include:

- [] ***Equipment Information*** (A.A.C. R18-13-1412.A.1) – Submit to the Department the following information:
 - [] Equipment specifications that identify the types of medical waste to be treated by the equipment and any design or equipment restrictions.
 - [] Equipment specifications that identify the types of medical waste to be treated by the equipment and any design or equipment restrictions.
 - [] Manufactures specifications and operating procedures for the equipment that describe the type of waste to be treated, monitoring data of the treatment process, and calibration and testing of the equipment to achieve the treatment standards prescribed in A.A.C. R18-13-01415.
 - [] Instructions for equipment maintenance, testing, and calibration that ensures that the equipment achieves the treatment standards prescribed in A.A.C. R18-13-1415.
 - [] Equipment emergency shut-down procedures.
 - [] Training manual for equipment operators.
 - [] Documentation from the manufacturer stating that the equipment, when properly calibrated and operated, is capable of achieving the treatment standards prescribed in A.A.C. R18-13-1415. If equipment has bee modified then an independent laboratory must certify that the equipment meets the standards prescribed in A.A.C. R18-13-1415.
- [] ***Operations Procedure Manual*** (A.A.C. R18-13-1412.A.2) – Submit to the Department and have ready available at the facility, an opeations procedure manual describing how the waste will be handled from the time it is accepted, through the treatment process, and final disposition of the treated waste. The operations procedure manual shall include all of the following:
 - [] Provisions for treating biohazardous medical waste within 24 hours of receipt or refrigerating immediately upon receipt of 40EF or less once it is determined that treatment of disposal will not occur within 24 hours of receipt;
 - [] Procedures for handling hazardous chemicals, radioactive waste, and chemotherapy waste. The plan shall provide for handling hazardous waste in accordance with Title 49, Chapter 5, Article 2 or scanning biohazardous

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medical waste with a Geiger counter and handling waste that measures above background levels in a manner that complies with state and federal law.

- [] Procedures to ensure that any red bags will not be opened prior to treatment unless opening the bag is required to treat the contents. Transfer of the entire contents of red bags, when performed as part of the treatment process, is permitted.
- [] A contingency plan to follow if the treatment equipment is out of service for an extended period of time, The plan shall address the manner and length of time for storage of the waste. An operator shall not store biohazardous medical waste more than 90 days. The plan shall be based on the capacity of the treatment equipment to treat all waste at the facility, including any backlog of stored waste and any new waste intake. If operations indicate that the 90-day storage limitation will be exceeded the operator shall either stop accepting waste until the backlog is treated, or contract with another treatment/disposal facility to treat/dispose of the excess waste. A contingency plan should include the following:
 - [] A list of names, addresses and telephone numbers (home and office) of all individuals qualified to act as emergency coordinators;
 - [] A list of emergency equipment maintained on-site, the physical location of emergency equipment maintained on-site, the physical location of emergency equipment, and an evacuation plan;
 - [] A list of names, addresses and telephone numbers of persons to be contracted in the event that an imminent and substantial endangerment to public health or the environment arises;
 - [] Steps to be taken in the event of a fire at the facility, including the distance to the nearest fire department, how the fire department will be notified in case of fire or other emergency and the estimated response time;
 - [] Actions to be taken with respect to employee safety, including a discussion on employee first aid training, ambulance service availability and the distance to the nearest hospital. Communication with emergency services must be available at the facility.
 - [] Facility shutdown procedures;
 - [] Equipment breakdown (describe how to utilize backup equipment that is available);
 - [] Describe any potential release of biohazardous or toxic materials and how it would be controlled.

- [] ***Tacking Procedures*** – The facility plan must include written procedures that comply with the following:

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- [] Biohazardous medical waste will be received only if accompanied by a tracking form;
- [] The treater or the treater's authorized agent shall sign the tracking document and keep a copy of the acceptance documentation for one year;
- [] If the biohazardous medical waste container is damaged or leaking, improperly labeled, or otherwise unacceptable, the treater shall do one of the following:
 - i. Reject the waste and return it to the transporter;
 - ii. Accept the waste and transfer it directly from the transporter vehicle to the treatment processing unit;
 - iii. If the waste will not be treated immediately, repackaging the waste for storage.
- [] ***Design and Operations Requirements*** – The facility plan must contain design criteria to assure that the facility is designed and operated to meet the following requirements: (Design information must include drawings, calculations, and specifications as appropriate.)
 - [] The overall design of the facility;
 - [] The design of any floor or wall surface in the unloading, processing, or treatment area of the facility which may come into contact with biohazardous medical waste is constructed of a smooth, easily cleanable non-porous material that is impervious to liquids;
 - [] The design of the floor surface in the unloading, processing or treatment and storage area either has a curb of sufficient height to contain spills or slopes to a drain that connects to an approved sanitary sewer system, septic tank system, or collection chamber;
 - [] If the treatment method is incineration, sufficient design and operational criteria must be included in the facility plan to demonstrate compliance with the following:
 - i. The incinerated medical waste, excluding metallic items, will be reduced into carbonized or mineralized ash by incineration;
 - ii. A hazardous waste determination will be conducted on the ash, pursuant to A.A.C. R18-8-262.
 - [] If the treatment method is autoclaving, sufficient information must be included in the facility plan to demonstrate that the autoclave unit will be operated in accordance with the manufacturer's specifications.
 - [] If the treatment method is an alternative treatment technology defined in A.A.C. R18-13-1401(2), sufficient information must be included in the facility plan to demonstrate that the alternative technology will achieve the treatment standards in A.A.C. R18-13-1415(A). (If an alternative treatment technology is utilized, it must be one approved by ADEQ.
 - [] Animal waste, chemotherapy waste, and cultures and stocks will be treated as prescribed in A.A.C. R18-13-1420.
 - [] Medical sharps will be treated as prescribed in A.A.C. R18-13-1419.

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- [] ***Facility and Site Drawings*** – A site drawing should be submitted that is of sufficient detail as to provide a clear understanding of the size of both structures and features. The plans should include appropriate cross-sections and details to show orientation and geometry of facility structural components. The plans should include the following:
 - [] Facility access points and traffic routing within and around the proposed facility (include existing, planned and future access roadways);
 - [] All buildings, appurtenances, structures (including scales, recycling facilities, transfer facilities, inspection areas and employee and equipment cleanup areas), parking areas and utilities (both above and below ground surface) within the proposed facility boundaries;
 - [] Clearly labeled treatment and disposal areas, storage and transfer areas, major equipment, drains, and other design features;
 - [] Permanent fences, gates and litter control structures;
 - [] Storm water management structures.
- [] ***Record Keeping Requirements*** – The facility plan shall indicate how the requirement to keep records of equipment maintenance and operational performance for 3 years will be met. The records shall include the dates and results of all equipment calibration and maintenance. Operational performance level records shall indicate the duration of time for each treatment cycle and:
 - [] For stream treatment and microwaving treatment records, both the temperature and pressure maintained in the treatment unit during each cycle and the method used for confirmation of temperature and pressure;
 - [] For chemical treatment, a description of the solution used and how it is applied;
 - [] For incineration, the temperature maintained in the treatment unit during operation;
 - [] Any other operating parameters in the manufacturer's specifications;
 - [] A description of the treatment method used and a copy of the maintenance test results;
 - [] The treater shall make treatment records available for Department inspection upon request.

VIII. Medial Waste Storage and Transfer Facilities: Design and Operating Criteria

- [] ***Design and Operation*** (A.A.C. R18-13-1411) – An operator of a storage facility or transfer facility shall describe all of the following design and operation requirements in the facility plan:
 - [] Design the facility so that biohazardous medical waste is always handled and stored separately from other types of solid waste if other wastes are accepted at the facility;
 - [] Display prominently the universal biohazardous symbol as prescribed in A.A.C. R18-13-1401;

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- [] Construct the storage area from smooth, easily cleanable non-porous material that is impervious to liquids and resistant to corrosion by disinfecting agents and hot water;
- [] Protect biohazardous medical waste from contact with water, wind, or animals;
- [] Specify in the application for facility plan approval the maximum storage time that biohazardous medical waste will remain at the facility. If the biohazardous medical waste will be stored for more than 24 hours, but less than 90 days, the operator must refrigerate the waste at a temperature of 40°F or less.
- [] Accept biohazardous medical waste if it is packaged as described in A.A.C. R18-13-1407. If a biohazardous medical waste container is damaged or leaking, improperly labeled, or otherwise unacceptable, a transfer facility operator shall do one of the following:
 - i. Reject the waste and return it to the transporter;
 - ii. Accept the waste and immediately repackage it as prescribed in A.A.C. R18-13-1407(A).
- [] Clean the storage area daily as prescribed in A.A.C. R18-13-1407(A)(2).
- [] ***Storage Requirements*** – Verification that the biohazardous medical waste shall be stored as required in A.A.C. R18-13-1408 shall be submitted.
- [] ***Facility and Site Drawings*** – A site drawing that is of sufficient detail so as to provide a clear understanding of the size of both structures and features should be submitted. The plans should include appropriate cross-sections and details to show orientation and geometry of facility structural components. The plans should include the following:
 - [] Facility access points and traffic routing within and around the proposed facility (including existing, planned and future access roadways);
 - [] All buildings, appurtenances, structures (including scales, recycling facilities, transfer facilities, inspection areas and employee and equipment cleanup areas), parking areas and utilities (both above and below ground surface) within the proposed facility boundaries;
 - [] Clearly labeled treatment and disposal areas, storage and transfer areas, major equipment, drains, and other design features;
 - [] Permanent fences, gates and litter control structures;
 - [] Storm water management structures.

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IX. Medial Waste Disposal Facilities - Operation Criteria

- [] **Operation** (A.A.C. R18-13-1417) – An operator of a municipal solid waste landfill that wishes to accept untreated biohazardous medical waste shall include the following in an amendment to the approved Solid Waste Facility Plan (SWFP) (A SWEP can be amended through a request for a substantial change in accordance with A.R.S. §49-762.06):
 - [] The MSWLF will accept biohazardous medical waste only if it is packaged in accordance A.A.C. R18-13-1407.
 - [] The operator shall sign the tracking form and keep a copy of the acceptance documentation for one year.
 - [] If the biohazardous medical waste container is damaged or leaking, improperly labeled, or otherwise unacceptable, the operator shall reject the waste.
 - [] The biohazardous medical waste disposal area will be separate from the general purpose landfill disposal area.
 - [] The biohazardous medical waste disposal area will be clearly labeled in such a manner that the public will be informed that the disposal area contains untreated medical waste.
 - [] The operator will not allow landfill equipment or other vehicles to drive directly over deposited medical waste. The operator will achieve compaction by first spreading a layer of soil over the medical waste that is sufficiently thick to prevent compaction equipment from coming into contact with the waste, or dragging waste over the disposal area.
 - [] The biohazardous medical waste will be covered with at least 6 inches of compacted soil at the end of the working day or more often as necessary to prevent vector breeding and odors.
 - [] The operator will not allow salvaging of untreated biohazardous medical waste from the landfill.

— END —